

THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



ADMINISTRATIVE OPERATIONS MANAGER

Salary Range: \$68,000.00-\$99,500.00 Annually

POSITION

Vacancy is in the Department of Management and Budget. Under direction, serves as the primary grants officer for the City of Hartford. Provides active leadership in the identification, solicitation, and cultivation of major funding agencies. Enlists and coordinates appropriate senior management into the City's targeted grant development effort. Works in partnership with all City departments, boards, commissions, and agencies to identify, acquire and comply with such grants. Identifies and cultivates new existing sources of local, State, Federal grant funding. Works with finance group to analyze the accounting practices and implement best practices in City grant management. Ensures proper administration of grant funds and coordinates execution of contacts between the City and the grantor. Provides guidance to the City's leadership team regarding specific program requirements that must be met. Performs and participates in short-and long-range planning to establish and implement grant development goals and objectives. Provides leadership in grant development communication and the integration of grant development strategies and activities with the Mayor's goals. Develops budgets and business plans for large, complex grant proposals. May represent the City in government, business, and community meetings pertaining to grants. Supervises and coordinates the work of subordinates. Performs related work as required. The hours of work for this position are 40 per week and 5% of the above base rate will be paid in lieu of overtime.

QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university with a major in public administration, business administration or a closely-related field. Five (5) years of increasingly responsible experience in grants management and grant writing. A Master's Degree from an accredited college or university in public administration, business administration or a closely related field preferred. Wherever possible, appropriate equivalents will be considered. **A COPY OF YOUR DEGREE OR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION. A DEGREE OR TRANSCRIPT SUBMITTED WILL BE VERIFIED BY THE HUMAN RESOURCES DEPARTMENT. APPLICATIONS WITHOUT PROPER DOCUMENTATION WILL NOT BE PROCESSED.**

EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application and may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the requirements of the position. The examination is designed to measure: Knowledge of principles and practices of public administration particularly as they relate to municipal government; Knowledge of grant funding principles, methods, procedures, and resources; Knowledge of Federal, and State grant-in-aid programs, budgeting, grant development, and financial grant management procedures; Ability to establish and maintain effective working relationships with City officials, departmental grant administrators, employees and the general public; Ability to solve problems and manage multiple priorities well and within deadlines; Ability to interpret and analyze policies, procedures, regulations, and laws; Ability to manage, coordinate, and review the work of subordinates. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol, screening, a background check and serve 3-12 months of probation. This examination is subject to all Federal, State, and Municipal laws, rules and regulations.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department

APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.

Exam No. 2402

Issued: 12/8/06

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES

MUNICIPAL BUILDING
550 MAIN STREET
HARTFORD, CONNECTICUT 06103
TELEPHONE (860) 543-8590

VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

CHANGE OF ADDRESS: It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application.